

DELEGATION OF CLASSIFICATION AUTHORITY (DCA)

“A NEW APPROACH - 98”

Civilian Personnel Advisory Center
Fort Monroe, Virginia
[HTTP://WWW-TRADOC.ARMY.MIL/CPAC](http://www-tradoc.army.mil/cpac)

PURPOSE

Part I

⇒ Background

Part II

□ HQ Implementation Plan

Part III

□ Director Level Training on DCA

BACKGROUND

Converging Initiatives

- ✓ Delegation of Classification Authority (3/98)
- ✓ Regionalization
 - ⇒ Classification proponency to SECPOC 11/17/97
- ✓ Modernization
 - Automation (PD Library, COREDOC, Automated Master File, PERMISS, CPOL, FASCLASS, Ft Monroe CPAC Home Page)

BACKGROUND

- ✓ Classification and Budget Authority delegated at HQ TRADOC in 1990 under Manage Civilian to Budget (MCB)
- ✓ Delegated to Directors
- ✓ CPAC provided advisory classification decision

POLICY AND GUIDANCE ON DELEGATION



OASA(M&RA) Guidance on DCA,
dated 17 Nov 97

- ✓ Available on CPAC Home Page
- ✓ Rescinds Managing Civilians to Budget (MCB)
- ✓ Delegate classification authority to managers through chain of command **or** to CPOC
- ✓ No classifiers in CPAC

POLICY AND GUIDANCE ON DELEGATION (DCA)

TRADOC Policy

- ✓ Delegate to management
 - ⇒ No lower than directorate level
- ✓ Training mandatory
- ✓ Local procedures to resolve alignment issues
- ✓ Accountability

HQ TRADOC IMPLEMENTATION PLAN

- ✓ Delegated through supervisory chain
 - No lower than Director
- ✓ HQ TRADOC Civilian Personnel Management Policy Memo 690-3, dated 17 May 99 still valid
- ✓ Elevate classification disagreement or precedent setting action to C/S

HQ TRADOC IMPLEMENTATION PLAN

- Mandatory Training Prior to Delegation
 - ✓ General Officer
 - Executive Briefing (30 minutes)
 - ✓ Director
 - Briefing on philosophy and demo automation tools (2 hours)
 - ✓ Director or designee (Staff Writer)
 - In-depth classification training (8 hours)

- ~~TRADOC...Where Tomorrow's Victories Begin~~
Delegation Letter issued after

RESPONSIBILITIES

Commander

- ✓ Delegate and exercise classification authority
- ✓ Implement accountability measures
- ✓ Take corrective action if authority is abused
- ✓ Train managers and supervisors
- ✓ Meet labor organizations obligations

RESPONSIBILITIES

Managers and Supervisors

- ✓ Attend required training
- ✓ Exercise authority consistent with policy and regulations
- ✓ Contact CPOC for technical information
- ✓ Use automation tools
- ✓ Document classification rationale



RESPONSIBILITIES

Staff Writers

- ✓ Attend required training
- ✓ Perform analysis for Manager exercising consistent with policy and regulations
- ✓ Contact CPAC on general procedures
- ✓ Contact CPOC for technical information
- ✓ Use automation tools

RESPONSIBILITIES

CPAC Advisors (on-site) provide guidance on:

- ✓ PD format
- ✓ Appropriate classification standards
- ✓ Use of automation tools
- ✓ Reorganization Planning
- ✓ Position Management
- ✓ Classification Appeal Procedures
- ✓ Alignment, High Grade, etc.



RESPONSIBILITIES

SECPOC Classifiers (Ft Benning, GA):

- ✓ Advise on standards interpretation
- ✓ Provide classification advisories, as requested
- ✓ Conduct position audits when requested or needed (phone, e-mail, FAX, TDY)
- ✓ Provide feedback to supervisors on classification disagreement



CLASSIFICATION PHILOSOPHY

- ✓ Focus of decision-making is Management
 - Not CPAC or CPOC
- ✓ Authority delegated through management chain of command
- ✓ Managers are responsible for accuracy of JD, classification decision, position management, and avoidance of misassignments

CLASSIFICATION AUTHORITY

- ✓ Delegated through management chain
- ✓ Training required prior to delegation
- ✓ Delegation is to a person **NOT** a position
- ✓ Delegate in writing
- ✓ Delegation applies only to positions under the supervisory control of the manager
- ✓ Delegation terminated if manager

CLASSIFICATION AUTHORITY

- ✓ Cannot be delegated to someone on temporary assignment or detail
- ✓ Managers may not classify their own position
- ✓ Classification of positions which will impact the grade of the manager must be approved at a level in the chain of command which is beyond the possible impact

REGIONALIZATION

Classification to SECPOC 11/17/97

- ✓ Standard Processing Goals
- ✓ Identified Classifiers to service Ft Monroe
- ✓ Job Description Cover Sheet
- ✓ Documentation of Classification
Rationale required for each position
- ✓ Position Classification Navigator
- ✓ Automated Master Files

GOAL

- SECPOC Classification Goals
 - ✓ Review existing job descriptions
 - 5 workdays
 - ✓ Review individualized job descriptions
 - 30 workdays

POCs

SECPOC Point of Contact

✓ Shirley Brister - DSN 835-9606

JD COVER SHEET

- ✓ Cover sheet allows for electronic transmission and storage of new job descriptions
- ✓ Replaces DA 374 (job description form)
- ✓ Includes information relating to:
 - ⇒ Organization Location
 - Title, Series, and Grade of the position
 - Standard Citation
 - Typed name of DCA manager
 - Date classified by DCA manager

CLASSIFICATION RATIONALE

1. Organizational Location: Command, DCS, Directorate, Division, Branch, Section, Installation
2. Reference: List standards used to determine title, series, and grade of the position.
3. Grade Determination: Briefly describe how you applied the grading criteria to determine the grade of the position.
4. Final Classification: Title, Pay Plan, Series

CLASSIFICATION ACTIONS

- ✓ PERSACTION - electronic SF-52
- ✓ Electronically attach and transmit
 - ▢ Job Description Cover Sheet
 - ▢ Revised duties
 - ▢ Classification rationale
 - ▢ Background material

POSITION CLASSIFICATION NAVIAGATOR

- ✓ Classification guide developed by SECPOC
 - ⇒ Automated tools
 - ▢ Reviewing and developing job descriptions
 - ▢ Classifying position
 - ▢ Processes and procedures
- ✓ Available from CPAC Home Page - Classification

AUTOMATED MASTER FILE

- ✓ Developed by SECPOC
- ✓ Electronic copy of current job descriptions
- ✓ Available from CPAC Home Page - Classification
 - Select the installation
 - File directories based on series
 - File name (grade+job number)

FASCLASS

- ✓ Developed by DA
- ✓ Electronic copy of job descriptions
 - Implementation NLT 12/99
- ✓ <http://secpoc.army.mil/fasclass>
 - ⇒ multiple search capability
 - ⇒ text document includes job description cover sheet, duties, and classification rationale

AUTOMATION TOOLS

- ✓ PD Library - on CPAC Home Page
 - ⇒ Accurately classified job descriptions
- ✓ COREDOC
 - (<http://www.cpms.osd.mil>)
 - Develops job description and evaluation
- ✓ Civilian Personnel On line (CPOL)
 - (<http://cpol.army.mil>)
 - General Classification Information

AUTOMATION TOOLS

- ✓ PERMISS (<http://cpol.army.mil>)
 - ⇒ Publication of DA policies and guidance on personnel
- ✓ Regionalization and Systems Modernization (<http://www.cpms.osd.mil>)
 - ▢ Click on Regional and Sys Modernization Div
 - ▢ Click on Personnel Process Improvements
 - ▢ Download COREDOC User Manual

SUMMARY

Today:

- ✓ Director Level Training on DCA

Future:

- ✓ Delegation Memo to Directors
 - ⇒ In-depth Training for Director or Staff Writers (8 hours)